

**WORKFORCE DEVELOPMENT BOARD**

**OneStop Operations Committee Meeting Minutes**

**May 15, 2024 @ 3:00pm**

**via Zoom/ Clemson SC Works Comprehensive Center**

**Members Present**

David Bowers, Chair Danny Brothers Brooke Garren Susan Gibson

Jim Kilton Shonna Williams Mike Wallace

**Members Absent:**

None

**Staff Present:**

Jennifer Kelly Jennifer Campbell Windy Graham

**Guests Present:**

Renee Alexander Lillian Cleveland Billy Hunter Jeff Snider

**Welcome and Introductions**

Vice-Chair Shonna Williams officially called the meeting to order at 3:00pm welcoming everyone in attendance and announced the meeting being recorded for processing of minutes.

**Consent Agenda**

Vice-Chair Williams stated that the consent agenda was included in the meeting packet. The consent agenda included the following items:

* 3/20/20234 Meeting Minutes
* PY23 Usage Reports
* PY23 Financial Reports
* PY23 Employer Services Reports

# ACTION TAKEN: Brooke Garren made a motion to accept all consent agenda items as presented, seconded by Jim Kilton. The motion carried unanimously.

**SC Works System Updates**

**Employer Services**

Ms. Lillian Cleveland, Eckerd Business Services Specialist, gave an update on Employer Services to the group. Eckerd staff was recently involved with the annual regional resource fair at TCTC. It was well attended by both employers and job seekers.

**On The Job Training (OJT)**

Ms. Cleveland, also gave an update of OJT efforts, stating she has met with several employers to provide an overview of the OJT program. Three OJT contracts have been completed and a fourth is in the process of onboarding.

**SC Works Center Update\***

Mr. Billy Hunter, Eckerd One Stop Manager, shared that for PY23 there have been 44 hiring events, with 1716 job seekers served. A staff training was held on Sensitivity and Etiquette in serving those with disabilities. Our speakers were from the Commission of the Blind. Also a speaker from the Appalachian Council of Governments reviewed workplace harassment.

PY24 SC Works Center proposed schedule to close early, at noon, for staff trainings or other special circumstances are: August 2, September 6, September 27, November 22, and April 11.

# ACTION TAKEN: David Bowers made a motion to accept the adjusted SC Works Center Schedule as presented, seconded by Broke Garren. The motion carried unanimously.

**Rapid Response**

Ms. Jennifer Campbell, WorkLink Assistant Director, Sulzer Processing Pumps Rapid Response IWT grant was extended to May 31, 2024. Sulzer is still actively sending employees through training during their extension period. The state has said they would be open to reissuing another grant if needed beyond this date.

**Incumbent Worker Training (IWT)**

Ms. Campbell reviewed the Incumbent Worker Training (IWT) Grant awards. Mergon have used $12,100 of the $22,000 awarded. Tetramer has cancelled their contract due to missing the training dates. Anderson County Economic Development have been notified that these funds have been released to fund other contracts. United Tool & Mold and Reliable Sprinkler have completed their training. RBC AeroStructures are still actively training. All current IWT grants end on June 30th. However, the IET funding is available until September 30th, so we are still trying to identify IWT training needs

**SC Signage Refresh Grant**

# Ms. Campbell shared the plexiglass hallway sign for the Anderson SC Works has been installed. The outdoor sign and door graphic has been ordered for the Anderson SC Works. The outdoor sign has been installed and Easley’s outdoor sign is scheduled to be installed in the next few days.

**WIOA Program Updates**

Mr. Jeff Snider, Eckerd Program Manager, reviewed the financial reports found on pages 15 through 19 in the packet. He also gave a PY2023 status update, stating that there have been 63 participants enrolled in WIOA since July, 35 of those in this last quarter, and 28 individuals who have participated in training. Approximately $64,134 in outside scholarships have been leveraged through a partnership with Tri-County Technical College.

**ACTION TAKEN: Brooke Garren made a motion to Enter executive secession to discuss the PY2024 Provisional Budgets, Second by Jim Kilton. The motion carried unanimously.**

# PY2024 Provisional Adult / DW Budget Review (Program and Operator)

Ms. Kelly and Ms. Renee Alexander, with Eckerd, reviewed the provisional Adult / DW budget, which is a conservative estimate of funds available. Questions raised by committee members were answered and discussed.

**ACTION TAKEN: Jim Kilton made a motion to exit the executive secession, Brooke Garren seconded by. The motion carried unanimously.**

**ACTION TAKEN: Jim Kilton made a motion to accept the provisional Adult/DW budget Program, as presented, seconded by Brooke Garren. The motion carried unanimously.**

**ACTION TAKEN: Jim Kilton made a motion to accept the provisional Adult/DW budget Operator, as presented, seconded by David Bowers. The motion carried unanimously.**

**Other Business**

**Brief State Monitoring Update**

Ms. Kelly reviewed the recent State monitoring. Overall, there was positive feedback. They did point out the missing board members. We have recently added Katie Brown as a replacement for Susan Gibson upon her retirement, and Hunter Komb for Oconee County. We are still in need of a Picken’s County business representative and a Labor representative from any of our counties. Please let Ms. Kelly know if you have a Labor contact who maybe interested.

**Adjourn**

With no further business, the meeting was adjourned at 3:50pm.

*Respectfully submitted by: Jennifer Campbell*